City of Fresno 510026

PARKS SUPERVISOR II

DEFINITION

Under general direction, plans, schedules, and coordinates assigned programs of the Parks Division including special events and recreational programs within Parks facilities and the construction, alteration maintenance, and repair of parks, landscaped areas, and recreational facilities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Parks Manager.

Supervises the Parks Supervisor I class; and skilled and unskilled workers in the Parks Division.

DISTINGUISHING CHARACTERISTICS

Parks Supervisor II is the program supervisory class in the Parks Supervisor series. Incumbents are responsible for the administrative supervision of one or more programs in the Parks Division. This class is distinguished from the next higher class of Parks Manager in that the incumbent of the latter is the division head responsible for the day-to-day activities of the entire Parks Division. Parks Supervisor II is distinguished from the next lower class of Parks Supervisor I in that incumbents of the latter are first-line field supervisors. This class is also distinguished from Forestry Supervisory II in that the incumbent of the latter is responsible for the Street Tree Program and other forestry related activities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following)

Plans, schedules, coordinates, and inspects, the construction, modification, maintenance, and repair of parks, recreational facilities, and other City owned landscaped areas.

Plans, schedules, and coordinates special events and recreational programs that occur at Park and Recreational Facility locations.

Coordinates the assignment of employees and equipment to meet varying requirements.

Supervises the equipment repair shop and Camp Fresno.

Assures the effective use of time, material, and equipment.

Consults with the public regarding matters concerning the entire Parks, Recreation and Community Services Department.

Initiates necessary repairs, planting, and other improvements.

Administers safety training programs and enforces safety precautions, including Cal-OSHA requirements.

Selects, trains, and evaluates the performance of subordinates and recommends hiring, promotions, and initiates disciplinary actions.

Assists in budgetary and program planning.

Estimates and orders necessary supplies and materials and maintains accurate records.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Considerable knowledge of:

Techniques, materials, tools and equipment used in the care and construction of parks and recreational facilities.

Occupational hazards and safety precautions including pertinent CAL-OSHA requirements.

Effective supervision principles and practices.

Working knowledge of:

Office equipment (e.g. computers, calculators, copy machines, etc) and financial recordkeeping practices.

Ability to:

Plan, schedule, and coordinate the work of one or more assigned programs.

Read and interpret plans, specifications, and blueprints.

Establish and maintain effective working relationships with fellow employees, officials, and the general public.

Administer effective training and safety programs.

Maintain accurate and concise records.

Prepare oral and written reports.

MINIMUM QUALIFICATIONS

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Experien	ce:
_	rs of progressively responsible supervisory experience in the area of Parks and Recreation, all qualifying experience may be substituted for the required education on a year-for-year-
Educatio	n:
	on from an accredited college or university with a Bachelor's Degree in Parks & on Administration, Parks Planning, Horticulture, Landscaping, or closely related field.
Necessar	ry Special Requirements
	on of a valid California Driver's License at time of appointment and maintain the license at tire term of employment in this class.
APPROVED: _	DATE:Personnel Director